

How to change your password

By visiting my myaccount.microsoft.com and setting up your profile, you will be able to:

- Change your password
- Unlock your account
- Reset your password if forgotten

Please remember you can always reach out to us with password assistance as well.

Account setup

To sign in: Go to myaccount.microsoft.com

1. Sign in using your email and password
2. First sign in, there will be a "More Information" prompt - click next
3. Follow the on-screen directions
 1. To secure your account for password unlocks and resets, please setup at least on of the listed options:
 1. Phone
 1. You will receive a code to your phone
 2. Email
 1. You will receive a code to the specified email. Do not use your work email.
 3. Security Questions
 1. Choose five questions and enter answers. You will need to answer three of these to reset your password
4. Click finish

Managing your account

To manage your account:

Go to myaccount.microsoft.com

1. Sign in using your email and password
2. Click on the Security Info box to:
 1. Update your existing verification methods
 2. Add additional methods
3. Click on Password box to change your password

1. IMPORTANT - if you change your password while you are not on our network - your laptop password will not change until you reconnect to our network again.

Reset your password

1. Go to myaccount.microsoft.com
2. Enter your email
3. Click forgot password
4. Confirm your user-id and verify the security prompt - click next
5. Choose your verification method and follow the prompts
6. Enter your new password and confirm

Password Policy

Please remember our current password policy are as follows:

- Cannot contain your Username or your first/last name
- 8 character minimum
- The password must contain at least one character from 3 of the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Number (0 through 9)
 - Non-alphanumeric characters (special characters) (for example, !, \$, #, %)